



City of Rockford Public Works Department
6th floor, City Hall, 425 E. State Street, Rockford, IL
779-348-7174

PERMIT APPLICATION – OUTDOOR/SIDEWALK CAFE

THIS APPLICATION **MUST** BE ACCOMPANIED BY THE \$85 PERMIT FEE.

APPLICANT Name/Position: _____ Date of Application: _____

Applicant Address: _____

Street

City/State/Zip

Applicant Phone #: _____ Email Address: _____

Business Name: _____ Tax ID: _____

Business Address: _____

Street

City/State/Zip

Hours and Days of Operation: _____

Number of Patrons Accommodated: _____

The following information must be submitted with the application:

1. How the premise will be supervised and maintained
2. Site map including four feet pedestrian path and the amount of surface space to be used in accordance with the Outdoor Dining Design Guidelines
3. Description of food and drinks to be sold
4. A statement of agreement to hold harmless the city of Rockford and officers and employees of the City of Rockford from loss or damage
5. A policy of liability insurance in the minimum amount of three hundred thousand dollars (\$300,000) and a one hundred thousand dollar (\$100,000) property damage policy naming the City of Rockford as an additional insured, in force at all times.
6. For alcohol sales: only permitted in outdoor space if you are a current City of Rockford licensee for alcohol service.

Certificate of Insurance Attached: _____ Yes _____ No Dated: _____

I, the undersigned, thoroughly understand that this is solely an application to operate a business, and is not permitted to operate a business until all applicable ordinances of the City of Rockford including but not limited to Building, Zoning and Fire regulations, have been fully complied with, and this application is properly signed by the departments listed below, and an official license is issued by the Comptroller.

Signature: _____ Dated: _____

FOR OFFICE USE ONLY:

Date application received: _____ Received By: _____

\$85 license fee attached YES/NO Final Action due _____ (21 days from receipt)

One day permit is \$20. 4 day consecutive permit \$40. One month permit is \$100.

Acct # 1010-1000-60209

Zoning: Approved/Disapproved by: _____ Date: _____

Building: Approved/Disapproved by: _____ Date: _____

Fire: Approved/Disapproved by: _____ Date: _____

PW: Approved/Disapproved by: _____ Date: _____

Finance: Final Action: (check one) _____ Approved and issued on _____ by: _____

License # _____ Returned as incomplete on: _____ by: _____

(with written explanation seven days from receipt) _____ Denied in writing on _____

_____ Denied in writing on _____ by: _____

AGREEMENT

In consideration for being issued a permit to operate a sidewalk café as that term is defined in the Rockford Code of Ordinances as they now exist or may hereafter be amended, the undersigned as a duly authorized agent for the business to whom said permit is being granted, agrees, both for himself and on behalf of said business, to indemnify, defend and otherwise hold harmless the City of Rockford and its employees, b any and all persons for any injury or claim arising out of the creation, existence or operation of or any activity in any way related to the creation, existence, or operation of the sidewalk café for which said permit is issued.

The undersigned further agrees both for himself and the business to whom said permit is issued, to indemnify, defend and otherwise hold harmless the City of Rockford and its employees, against any and all claims, damages and liabilities which may be asserted against the City of any of its employees, by and all persons in connection with any claim or injury arising from the condition of any public property which composes or is adjacent to any public property which composes part or all of the area, to be used or otherwise occupied, for the purpose of operating a sidewalk café pursuant to said permit.

Business: _____

By: _____

SUBSCRIBED and SWORN to before me this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____